



Canadian Mental  
Health Association  
British Columbia



Community  
Action  
Initiative

*Collaboration to address mental health and substance use*

## CAREER OPPORTUNITY

### Overdose Prevention and Response Project Coordinator

#### About the Community Action Initiative (CAI)

The Community Action Initiative (CAI) was created to support community-led projects that promote mental health, prevent substance use problems and promote effective treatment and support for individuals and families experiencing mental health and/or substance use challenges in BC. The CAI was established in 2008 through a \$10-million grant from the Province of British Columbia. In March 2013, the CAI received a subsequent \$10 million grant from the Province to continue its work, as well as \$5 million to specifically address supportive recovery housing.

The CAI Leadership Council represents a coalition of non-government organizations (NGO), First Nations Health Authority, Metis Nation British Columbia and BC Association of Aboriginal Friendship Centres, provincial government bodies and other key stakeholders.

#### What you will be doing

Your primary role will be to coordinate, manage and facilitate a comprehensive, province-wide community-based substance use project. The project aims to build the capacity of community-based organizations (CBO's), delivering small grants and knowledge exchange activities to address the current opioid epidemic. In this position, you will also contribute to CAI's broader granting activities such as grant management and stakeholder engagement in collaboration with members of the CAI team. This position reports directly to the CAI Secretariat Director.

This role requires you to:

- Be a skilled project coordinator and communicator for effective and efficient project delivery
- Work collaboratively with diverse community groups across the province
- Coordinate and manage a small granting initiative for BC's CBO's to support local convening activities and action planning
- Research and distribute high quality, evidence-based resources via the initiative's Community of Practice to guide and inform community approaches
- Build, facilitate and sustain an online Community of Practice for CBO's working to address the current opioid epidemic
- Support the CAI Research Analyst and evaluation consultant with evaluation activities such as coordinating and compiling project related data
- Develop project reports and status updates
- Participate in committees and working groups
- Other duties as assigned

#### About you

You will have a Graduate degree in a relevant discipline (e.g. Public Health, Public Policy, Education, Social Work) and 2-3 years of project management experience and can demonstrate:

- Excellent project management skills including; project planning, resource and financial management, communication, risk management and problem solving
- Knowledge of the provincial substance use and addictions sector
- Knowledge of education, prevention and harm reduction approaches to address substance use issues
- Excellent interpersonal, written and verbal communication skills
- Excellent working knowledge of Word, PowerPoint and Excel
- Excellent time management and organization skills
- Ability to work collaboratively and effectively with diverse communities and stakeholders

Website management, knowledge exchange and/or facilitation experience will be considered an asset.

#### Working conditions

- This position is located in Vancouver. The usual work week is 30 hours. Most work is accomplished during usual business hours; however the successful candidate will need to maintain some flexible scheduling.
- Travel may be required.

#### HOW TO APPLY:

Applicants should submit a resume and cover letter outlining how they meet the specific requirements for this position. Please submit these documents in PDF format to [human.resources@cmha.bc.ca](mailto:human.resources@cmha.bc.ca) by 5 p.m. on **August 25, 2017**. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

**We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.**